Defense Acquisition University

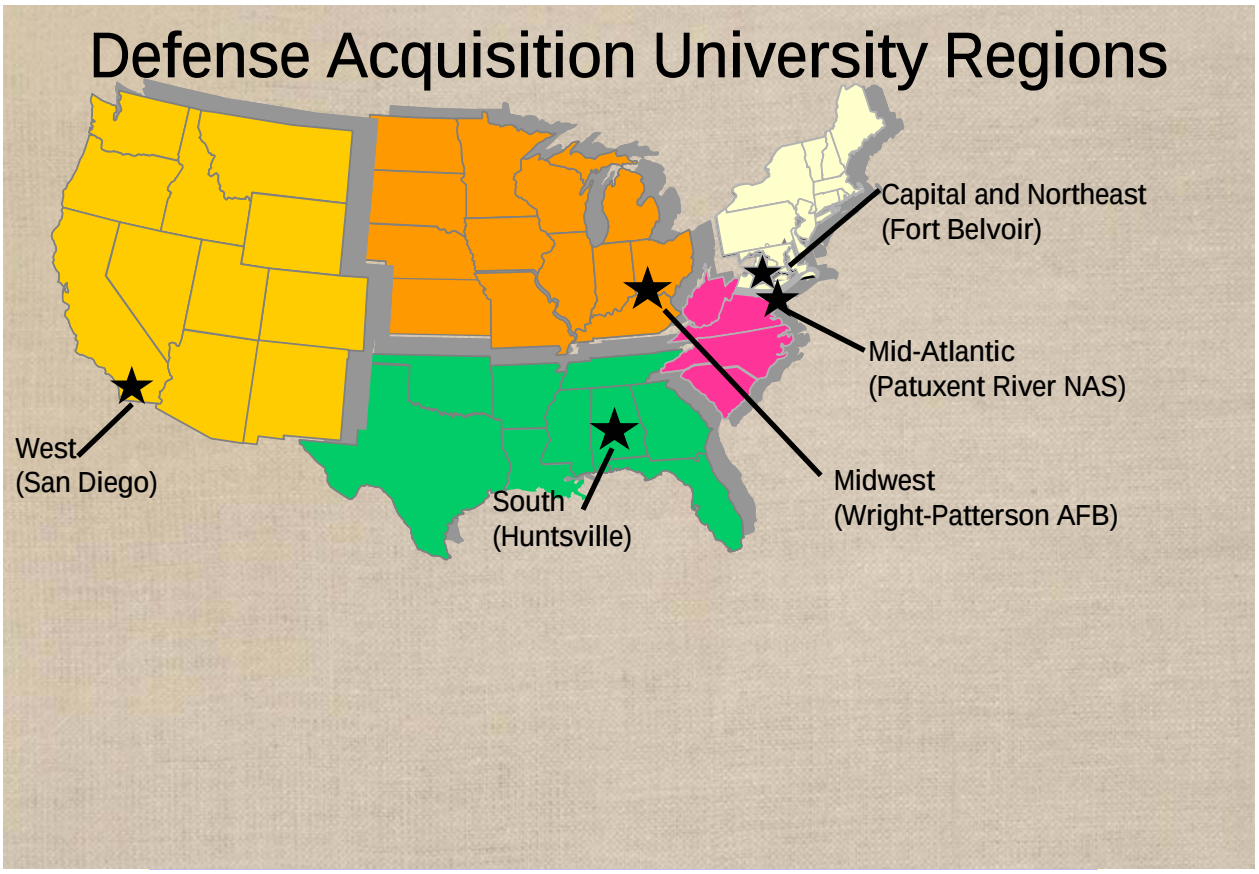
Catalog of Workshops And Mini-Courses

8 Sep 2004

The following are descriptions of workshops and mini-courses provided by Defense Acquisition University (DAU that are non-Defense Acquisition Improvement Act (DAWIA) courses but are available on a fee-for-service basis. Please also check out the online continuous training modules at www.dau.mil. Most of these are available for free.

Please read the description carefully and if you are interested, please contact the DAU Associate Dean for Outreach and Customer Support in your area for scheduling and pricing information.

Also, for an additional fee, if you need one of the listed courses tailored or a new course developed, please discuss your needs with the appropriate Outreach Dean.



Regional DAU Contacts

Capital and Northeast	**(703) 805-2764**	**pscpne@dau.mil**
Mid- Atlantic	**(240) 895-7344**	**psmat@dau.mil**
Midwest	**(937) 781-1029**	**psmwt@dau.mil**
South	**(256) 722-1014**	**pssth@dau.mil**
West	**(619) 524-4811**	**pswst@dau.mil**

DAU Performance Support Director

(703) 805-4990	**psdau@dau.mil**

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GENERAL ACQUISITION PRINCIPLES AND FISCAL RESPONSIBILITIES

INTRODUCTION:

The rules and guidance for Systems Acquisition within DOD have undergone dramatic revisions of the last few years, and continue to do so with emerging reform initiatives. These Changes affect all members of the acquisition workforce. Similarly, more and more acquisition workforce members, beyond financial management and contract personnel, now have responsibility for ensure proper use of appropriated funds. This class will provide the student an update on the DOD acquisition process and principles; the standards of conduct that govern and guide the acquisition workforce along with potential consequences; and the basics of fiscal (appropriations) law, rules, and practices that govern how we can spend appropriated funds.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understanding of current DoD systems acquisition process.
- ✓ Recognition of the major lows & regulations that govern acquisition activities.
- ✓ Recognition of the principles of ethical conduct and consequences of violations.
- ✓ Understanding of the types of appropriations (color of money) and of what / how each can & cannot be used.
- ✓ Understanding of the liabilities and consequences from improper use of funds.

TOPICS YOU WILL COVER:

- Current rules & guidance that govern PM and S&T activities within DoD
- Phases of the acquisition cycle
- Limits of authority for government representatives / agents
- Consequences of actions outside authority
- Fiscal (Appropriations) terms
- Fiscal and financial rules and practices
- Definition of an obligation
- Restrictions on obligations
- What constitutes improper use of funds
- Consequences of improper use of funds

WHO SHOULD ATTEND?

All DoD acquisition personnel who are, or may be, involved in the planning, managing, executing, &/or supporting of any systems acquisition or S&T activity that involves use of appropriated funds.

CLASS LENGTH: 3 Days (tailorable to specific needs of customer)

ACTIVITY BASED COSTING PRINCIPLES (ABC)

INTRODUCTION:

Activity Base Costing Principles is an analysis of this management tool that accurately relates the cost of products and services offered to customers with the consumption of organizational resources. This course provides a working knowledge of the principles and techniques of this powerful tool.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understanding the use of Activity Based Costing to analyze business processes
- ✓ Ability to build Activity Based Costing Models
- ✓ Developing applications for specific organizational situations
- ✓ Participating as a member of an Activity Based Costing team

TOPICS YOU WILL COVER:

- ➢ The relationship between business activities, resource consumption, and cost
- ➢ How traditional costing approaches and Activity Based Costing Differ
- ➢ Techniques for data collection for the Activity Based Costing model

WHO SHOULD ATTEND:

All acquisition personnel involved in the costing of goods and services

CLASS LENGTH: 3.5 Days

NOTE: Attendees should bring a calculator to class

ACTD EXECUTION (HOW TO RUN AN ACTD)

INTRODUCTION:

Advanced Concept Technology Demonstrations (ACTD) have become a key enabling strategy and mechanism of acquisition reform for accelerating the transition advanced technology systems into the hands of Users. ACTDs focus on technology assessments and systems integration rather than technology development by exploit mature/maturing technologies to provide prototype capabilities to the warfighter who evaluates their military utility in meaningful demonstrations under realistic military conditions. ACTDs constitute pre-acquisition initiatives that provide the means to enter the acquisition process based on the utility and value of the new capability. As such, ACTDs are not "business as usual" for either the S&T or the PM communities. This class will provide the student the necessary programmatic, systems engineering, and technical management skills and know-how to become an effective, productive member of an ACTD execution team.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understanding of what an ACTD is
- ✓ Understanding of the "life cycle" of an ACTD
- ✓ Understanding of the unique programmatic/technical management challenges of ACTDs
- ✓ Capability to plan, program, and budget for an ACTD
- ✓ Identifying and implementing experiments and demonstrations for an ACTD
- ✓ Identifying documentation requirements for an ACTD

TOPICS YOU WILL COVER:

- ➢ Expected and allowed outcomes of an ACTD
- ➢ Limitations / Constraints on an ACTD
- ➢ Characteristics & critical roles/positions for an ACTD organization
- ➢ Technology Development Strategies
- ➢ Contracting Strategies for an ACTD
- ➢ Development philosophy/approaches for an ACTD
- ➢ Role of systems engineering, models & simulation, and T&E in an ACTD
- ➢ Planning & executing demonstrations in an ACTD
- ➢ Logistical considerations for an ACTD

WHO SHOULD ATTEND?

Senior DoD acquisition personnel and supporting contractors who are, or may be, involved in the planning, managing, executing, &/or supporting of an ACTD, or a Warfighter Rapid Acquisition Program (WRAP)

CLASS LENGTH: 5 Days

ACTD TRANSITION MANAGEMENT COURSE

INTRODUCTION:

This course is under the guidance and direction of DDR&E/ASC, the organization in DoD that manages ACTDs. The course is intended to introduce the management team of an ACTD project to some of the realities of the procurement and acquisition environment into which most ACTDs expect to transition. While DAU organizes and presents the course, entry into the course is managed and controlled by DDR&E.

The specific objectives of this course are to:

- Learn the expectations and requirements associated with the acquisition environment
- Learn how ACTD projects can begin to address topical areas that will be key to their ability to integrate into the larger acquisition programs
- Expose ACTD management teams to the ideas and expectations of the OSD staff that will oversee their ACTD programs.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ How the ACTD oversight process functions
- ✓ How joint service ACTDs are managed by JFCOM
- ✓ The operation of the Joint Capabilities Integration and Development System
- ✓ The role of systems engineering, PPBE, and logistics in ACTD management
- ✓ DoD Risk Management requirements
- ✓ How to structure an ACTD Transition Plan
- ✓ The experiences of successful transition managers

TOPICS YOU WILL COVER:

- DDR&E ACTD Management
- The joint staff and JCIDS
- ACTD Management in JFCOM
- Systems Engineering
- Interoperability
- Risk Management
- Program Planning, Budgeting, and Execution
- Earned Value Management Systems
- Transition Plans

WHO SHOULD ATTEND:

Members of ACTD teams (technical, operational and transition managers) who need additional knowledge on the demands of the acquisition environment and who want more information on DDR&E expectations regarding transition management.

CLASS LENGTH: 5 Days

ALTERNATIVE DISPUTE RESOLUTION (ADR)

INTRODUCTION:

Issues of disagreement develop and evolve during the life of a contract from pre-award through closeout. Issues that remain unresolved often end up in litigation before the Federal Courts and Administrative Boards. Litigation can be timely, costly and counterproductive to an organization's mission and often does not consider or promote the on going, working relationship of the parties to a contract. The Administrative Disputes Resolution Act, Executive Orders, Federal regulations, policies and directives provide alternative means of resolving contentious issues. Alternative Dispute Resolution (ADR) can lead to mutual agreements that are equitable, cost effective, and time efficient while building positive working relationships that continue beyond the life of the contract.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ An understanding of the benefits of ADR
- ✓ Experience in ADR through "hands-on" exercises and case studies
- ✓ Ability to use ADR techniques for problem-solving in order to reach a collaborative agreement that is beneficial and long-lasting

TOPICS YOU WILL COVER:

- Interest-based negotiation
- Partnering
- Third-party assisted ADR procedures
- ASBCA/GAO/Federal Court ADR procedures

WHO SHOULD ATTEND:

This workshop is geared to the federal acquisition professional: contracting officers and specialists, negotiators, administrators, counsel, and other integrated product team members.

CLASS LENGTH: 2 Days

CONFIGURATION MANAGEMENT
(An Intro to MIL-HDBK-61A)

INTRODUCTION:

This course provides managers and functional staff with the knowledge of how to apply Configuration Management (CM) principles successfully. It includes the interrelationship of CM to life-cycle design activities as viewed from the systems acquisition, acquisition logistics, and systems engineering perspectives. This course provides an overview of the concepts and basic practices of Configuration Management, including Configuration Identification, audits, control, status accounting, and data management. The impact on CM by Acquisition Reform, the Integrated Data Environment (IDE), COTS and NDI application, and open systems architecture are discussed. Continuing scenario exercises trace CM throughout technical development, production, fielding, and support of a system. Requirements to design, develop, implement, support, and operate a Configuration Management Program are discussed.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understanding of MIL-HDBK-61A formats and application.
- ✓ Understanding of CM oversight principles as a tool in the Integrated Process and Product Development (IPPD) construct for systems management.
- ✓ Basics on the construction of a program's Configuration Management Plan.
- ✓ Understanding of the top-down breakdown and Work Breakdown Structure (WBS) of a program's configuration.
- ✓ Understanding of the cost-savings role that Configuration Management can play in a program's reduction of total ownership costs (RTOC).

TOPICS YOU WILL COVER:

- ➢ Configuration Management contribution to Systems Engineering
- ➢ Configuration Management requirements through the Program lifecycle
- ➢ Configuration Identification
- ➢ Configuration Data Management
- ➢ Configuration Status Accounting
- ➢ Audits & Verification processes
- ➢ Configuration Control
- ➢ Software Configuration Management (SCM)
- ➢ Configuration Management Program performance metrics
- ➢ Configuration Management Planning & Management

WHO SHOULD ATTEND?

Logisticians, Systems Engineers, future Program Managers and other acquisition professionals who are involved in the development of systems and life-cycle support.

CLASS LENGTH: 4.5 Days

CONTRACTING OFFICER'S REPRESENTATIVE COURSE (COR)

INTRODUCTION:

Through detailed explanations of the duties, responsibilities, limitations, nature and scope of personal interactions, this course gives a full picture of what this position requires. By its very nature, serving in this capacity means protecting the Government's interest. More than just an overview, unusual situations that challenge a COR are explored.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understanding the role of the COR
- ✓ Understanding what constitutes an effective COR
- ✓ Learning to read, and understand, your contract

TOPICS YOU WILL COVER:

- ➢ COR Delegation and Responsibilities
- ➢ Distinguish between the Program Manager, Contracting Officer Representative, and Contractor Officer's Technical Representative
- ➢ Ethics in Standards of Conduct
- ➢ Overview of the Acquisition Process
- ➢ Procurement Planning
- ➢ Statement of Work and Its Effect on Contract Administration
- ➢ Soliciting Offers for Commercial and Noncommercial Acquisitions
- ➢ Contract Types
- ➢ Technical Evaluation and Source Selection
- ➢ Post award Actions and Contract Administration Planning
- ➢ Monitoring Contractor Performance
- ➢ Dealing with Unsatisfactory Performance
- ➢ Modifications and Options
- ➢ Inspection and Acceptance
- ➢ Payment
- ➢ Protests
- ➢ Contract Fraud
- ➢ Disputes and Appeals
- ➢ Contract Termination
- ➢ Closeout Actions

WHO SHOULD ATTEND:

Contract Officer's who nominate CORs or current and potential CORs – in any discipline

CLASS LENGTH: 4.5 Days

COST ACCOUNTING STANDARDS SEMINAR

INTRODUCTION:

Public Law 100-679 (41 U.S. 422) requires certain contractors and subcontractors to comply with Cost Accounting Standards (CAS) and to disclose in writing and follow consistently their cost accounting practices. The purpose of this CAS Seminar is to present the student with an overview of the Cost Accounting Standards, Overheads and the Disclosure Statement so they will be able to understand the purpose of CAS in their unique situations.

SPECIAL NOTE:

This is a specialized course that is not part of the certification process for the Acquisition, Technology and Logistics workforce. Students who complete the academic requirements for the course will be presented with a Certificate of Completion. These hours can be used for your basic continuing education requirement.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

The first thing the course covers is overheads. You will learn what overheads are and what costs are contained in them. The second goal of the course is to help you gain a basic understanding of why CAS was established, when it is appropriate to be used and how a contractor can be in compliance or noncompliance with CAS. You will also learn that when there is a conflict with CAS and FAR which takes precedent. The last thing covered by the course is the Disclosure Statement, when it is required and what it contains.

TOPICS YOU WILL COVER:

- Legal Concepts, Statutes and Regulations, Laws
- Indirects/Overheads
- Disclosure Statements
- Conflicts between FAR, CAS, Cost Accounting Standards, GAAP

WHO SHOULD ATTEND?

All acquisition personnel who desire a working knowledge of CAS, Overheads and the Disclosure Statement

CLASS LENGTH: 3 Days

COST RISK ANALYSIS
A MONTE CARLO SIMULATION APPROACH

INTRODUCTION:

The Cost Risk Analysis is very important in determining the potential cost of a program and is a part of the program's Risk Management Plan. After risks (performance, schedule, and cost estimating) have been identified, an approach is selected to estimate the cost impact to the program. This class will use a Monte Carlo simulation to analyze uncertainty, construct a total cost distribution, and make probability statements concerning program cost.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understand the types of risk faced by defense acquisition programs
- ✓ Describe techniques to assess subjective probabilities
- ✓ Understand goodness-of-fit testing in a cost risk analysis
- ✓ Develop a Monte Carlo simulation model to analyze cost risk
- ✓ Interpret simulation output to describe the variability in expected program cost

TOPICS YOU WILL COVER:

- ➢ Basic probability concepts
- ➢ Subjective probability assessments
- ➢ Goodness-of-fit testing in cost risk analysis
- ➢ Monte Carlo simulation based cost risk analysis

WHO SHOULD ATTEND?

All acquisition personnel involved in managing, developing, reviewing and presenting cost risk analyses. Note: Attendees should bring a calculator to class.

CLASS LENGTH: 2 Days

DISA Information Systems Engineering Seminar (ISES)

INTRODUCTION:

This course is under the guidance and direction of the DISA Chief Technology Officer (CTO), the organization in DISA that manages systems engineering training. The course is intended to introduce the software management team of any DISA project to some of the realities of procurement, acquisition, basic systems and software engineering. While DAU organizes and presents the course, entry into the course is managed and controlled by DISA.

The specific objectives of this course are to:

- Learn the expectations and requirements associated with the acquisition environment
- Learn how the basic Systems Engineering Process works and how software engineering and management relates.
- Get some hands-on experience with understanding how to manage a software engineering project using the latest software management best practices.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ How the DoD Acquisition Community is Organized
- ✓ Where DISA fits into the DoD Acquisition Community
- ✓ The operation of the Joint Capabilities Integration and Development System
- ✓ The basic Systems Engineering Process
- ✓ The basic Software Engineering Process
- ✓ How to create output products of the Engineering Process
- ✓ The experiences of successful software project managers

TOPICS YOU WILL COVER:

- Latest DoD Policy
- Overview DoD Acquisition Process
- Joint Capability Integration and Development System (JCIDS)
- Interoperability and Architecture
- Systems Engineering Process
- Software Engineering Process
- Software Management Best Practices
- Systems Analysis and Controls (e.g., Risk Management, Configuration Control)
- Practical Application of Best Practices on a DISA-related Project

WHO SHOULD ATTEND:

Members from the DISA Project Management teams who need additional knowledge on the demands of the acquisition environment and how systems and software engineering best practices need to be utilized to ensure project success should attend.

CLASS LENGTH: 3 Days

DIVERSITY GAMES WORKSHOP

INTRODUCTION:

Based on the sophisticated methodology of the Whole Brain Technology developed by Ned Herrmann, the Diversity workshop enables a group or team to effectively understand their individual styles of thinking preference and those of their group. It clearly shows how the diversity is not a liability but can become one of a team's best assets as it encompasses the best there is to offer in a group.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Recognition of individual thinking style preferences
- ✓ Recognition of major and minor group styles
- ✓ Descriptions of the HBDI preferences and types
- ✓ Descriptions of the four quadrants
- ✓ Awareness of the impact of individual and group strengths on job interactions

TOPICS YOU WILL COVER:

- ➢ The HBDI Diversity Game
- ➢ The Chat About Game
- ➢ Application of preferences on communications and team building in organizational settings

WHO SHOULD ATTEND:

A diverse integrated team(s) working on a program or some aspect of a program should attend. (Keep each team at 6-8 people. There may be multiple teams from a program office attending the workshop. Max 24 people in max of 4 teams)

CLASS LENGTH: **½-1** Day

ECONOMIC ANALYSIS FOR DECISION MAKING (EADM)

INTRODUCTION:

This course explores the processes and techniques for making decisions among different economic choices within your organization. Among the topics covered are time value of money, cost comparison techniques including net present value, uniform annual cost, savings-to-investment ratio, internal rate-of-return, and capitalized cost. Additionally, benefit quantification, risk assessment, and regulatory guidance are discussed. Implications to personal finance such as the Thrift-Savings Plan are also considered. This course will enable the student to plan and conduct studies and recommend courses of action among different economic alternatives.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Formulate objectives including selection criteria
- ✓ Compute various cost comparison criteria including net present value, uniform annual cost, rate-of-return, capitalized cost, payback period (amortization), and net yield
- ✓ Quantify benefits
- ✓ Risk assessment
- ✓ Improved decision-making abilities

TOPICS YOU WILL COVER:

- ➢ Economic analysis process
- ➢ Time value of money concepts
- ➢ Cost comparison techniques
- ➢ Benefit quantification
- ➢ Risk assessment
- ➢ Regulatory guidance

WHO SHOULD ATTEND:

All personnel engaged in studies or decisions involving choices among different economic courses of action

CLASS LENGTH: 5 Days

NOTE: Attendees should bring a calculator to class

ECONOMIC ANALYSIS FOR MANAGERS
(EAM)

INTRODUCTION:

This course is a broad review of the techniques recognized by the Department of Defense for making decisions among different economic courses of action. Among the topics covered are time value of money, and cost comparison techniques including net present value, uniform annual cost, savings-to-investment ratio, internal rate-of-return, and capitalized cost. Additionally, benefit quantification, risk assessment and regulatory guidance are discusses. Several economic analysis studies are reviewed during the course.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Formulate objectives including selection criteria
- ✓ Compute various cost comparison criteria including net present value, uniform annual cost, rate-of-return, capitalized cost, payback period (amortization), and net yield
- ✓ Quantify benefits
- ✓ Risk assessment
- ✓ Improved decision-making abilities

TOPICS YOU WILL COVER:

- ➢ Economic analysis process
- ➢ Time value of money concepts
- ➢ Cost comparison techniques
- ➢ Benefit quantification
- ➢ Risk assessment
- ➢ Regulatory guidance

WHO SHOULD ATTEND:

All personnel engaged in decisions involving choices among different economic alternatives

NOTE: Attendees should bring a calculator to class

CLASS LENGTH: 5 Days

EARNED VALUE MANAGEMENT

INTRODUCTION:

Earned Value Management (EVM) is an important Program Management tool for managing large acquisition programs. It is also one of the tools in the Systems Engineering process for Systems Control and Analysis. EVM is a key process for establishing a realistic baseline for accomplishing a contracted effort and then reporting progress against that baseline. It can help identify program trends for technical, cost, or schedule performance. This class can be tailored to the beginning EVM analyst with basic definitions and analytical tools, or kept at the management level to answer the question "how do we manage the program based on the EVM information that's reported?"

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understand the purpose and benefits of EVM management
- ✓ Understand when EVM reporting is required
- ✓ Ability to identify the basic elements of EVM data and be able to calculate key performance metrics
- ✓ Ability to identify trends in performance data
- ✓ Ability to forecast the estimate at completion, and therefore projected budget needs

TOPICS YOU WILL COVER:

- ➢ Contract reporting requirements
- ➢ Basic EVM concepts
- ➢ Performance measures such as variances and estimates at completion
- ➢ Management actions needed based on EVM analysis
- ➢ Available EVM resources
- ➢ EVM Reporting requirements in the DOD Chain of Command

WHO SHOULD ATTEND?

All acquisition personnel involved in managing large programs requiring EVM reporting information. Note: Attendees should bring a calculator to class.

CLASS LENGTH: 3 Days

EARNED VALUE OVERVIEW
(EVO)

INTRODUCTION:

The Earned Value Management Overview Course is designed to provide the participants with a comprehensive understanding of the concepts, policies and procedures of earned value management as it is applies in systems acquisitions. Although designed for individuals with limited experience or knowledge of Management Control Systems, the instruction brings the students to a hands-on-appreciation of earned value (EV) as a management tool. Through lectures, group discussion and case studies the techniques for integrating cost, assessing contractor performance and risk management are covered at a basic, useful level.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Techniques of Earned Value Management
- ✓ Use of Earned Value Management for Performance Measurement
- ✓ Earned Value as an effective projecting tool for final cost
- ✓ Use of Earned Value to tie budget projections to actual work projections
- ✓ Earned Value as a Risk Management Tool

TOPICS YOU WILL COVER:

- ➢ Budget Systems applying Earned Value
- ➢ Performance Measurement
- ➢ Risk Management

WHO SHOULD ATTEND:

Individuals involved in the planning phase of a system acquisition or contractor performance oversight.

CLASS LENGTH: 3 Days

EVOLUTIONARY ACQUISITION WORKSHOP

INTRODUCTION:

This workshop covers the basics of implementing an Evolutionary Acquisition Strategy. The advantages and disadvantages of this approach as compared to linear sequential development and which approach is most appropriate under specific conditions is discussed. An evolutionary approach may be more challenging to manage. Principles of sound technical management in the use of a Systems Engineering process and sound risk management are reviewed. Technology readiness is a key measure of when a technology will be ready for incorporation in the system development. Risk management and mitigation is also reviewed. Because cost may also influence when specific requirements can be met or technologies matured, cost estimation is also addressed. The workshop concludes with participants divided into teams and asked to develop a notional evolutionary strategy for a hypothetical development effort.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understand differences between Evolutionary, Spiral and Incremental
- ✓ Understand the advantages and disadvantages between linear sequential and evolutionary acquisition
- ✓ Understand the importance of sound systems engineering practices to the success of evolutionary acquisition
- ✓ Capability to develop an evolutionary strategy tailored to a specific program or project

TOPICS YOU WILL COVER:

- Overview of Different Acquisition Strategies
- Generation and Time Phasing of Requirements
- Systems Engineering and Evolutionary Acquisition
- Architectures and Open Systems
- Technology Readiness and Cycles
- Risk Management/Mitigation
- Cost Estimation for Evolutionary Acquisition
- Developing an Evolutionary Plan for a System Development

WHO SHOULD ATTEND?

This training is specifically designed for government organizations interested in implementing evolutionary acquisition strategies for system developments. It is specifically designed for technical managers in either government or industry. The material and development problem are tailored to individual organizations.

CLASS LENGTH: 1/2 Day

FISCAL RESPONSIBILITES FOR THE DOD TECHNICAL PROFESSIONAL

INTRODUCTION:

The following (recently revised) laws and regulations are expected to have a large impact on the Test and Evaluation community:

- The FY03 National Defense Authorization Act (signed in January, 2003).
- A recent series of revisions to the DoD 5000 documents and DoD 5000 lifecycle model.
- Upcoming changes to the Requirements Generation System have been announced.
- Transition to the new Joint Capability and Development System (JCIDS) is expected during FY03.

Note: This "short course" is updated frequently, to include the latest available information.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Knowledge of FY03 National Defense Authorization Act provisions affecting the T&E community.
- ✓ Knowledge of recent DoD 5000 policy changes, including the latest DoD 5000 lifecycle model.
- ✓ Knowledge of changes to the requirements generation process, and the expected impact on the T&E community.

TOPICS YOU WILL COVER:

- The DoD Test Resource Management Center
- Institutional funding of T&E facilities
- T&E waivers to environmental laws
- The latest DoD 5000 lifecycle model; and impact on the T&E community
- Testing requirements for evolutionary acquisition / spiral development programs
- The "Test and Evaluation Strategy" document
- System readiness for IOT&E
- New requirements documents
- Overview of the new Joint Capability and Development System

WHO SHOULD ATTEND?

Test and Evaluation workforce personnel

CLASS LENGTH: 2 Days

INTEGRATED BASELINE REVIEW WORKSHOP

INTRODUCTION:

Earned Value Management (EVM) is an integrated project planning and management tool required on most DOD acquisition contracts, and endorsed in industry's ANSI Standard 748. One of the foundations for effectively utilizing this process is the development of a time-phased, budgeted, baseline plan for performing all of the work. The Integrated Baseline Review process was developed to assess the reasonableness, adequacy and accuracy of this baseline plan. This workshop will be tailored to the participants' particular project, and instruct them on how to best conduct their IBR.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understand how the development and maintenance of the baseline plan contributes to effective EVM.
- ✓ Ability to plan and conduct an Integrated Baseline Review
- ✓ Contribute as a member of an IBR team

TOPICS YOU WILL COVER:

- ➢ The overall Earned Value Management process
- ➢ How to effectively construct an executable baseline plan
- ➢ Selection and review of EVM measurement techniques
- ➢ How to plan for an IBR
- ➢ How to execute an IBR and apply the lessons learned to the program

WHO SHOULD ATTEND:

All acquisition personnel who are overseeing or participating as members of an IBR team should attend.

CLASS LENGTH: 2 Days

ISO 9000 – 2000

INTRODUCTION

ISO 9000 has become one of the most important quality standards in the world. Companies in over 100 countries have adopted and are using the standard. ISO 9001 can help DoD and suppliers control the quality of products and services, save money, save time, and makes good business sense. The standards apply to all sizes and types of organizations. Following the standards to develop the quality management system can help both product and service organizations achieve levels of quality recognized and respected worldwide. This course is designed to provide an understanding and a working knowledge of the application, interpretation, and evaluation of the International Organization of Standards (ISO) 9000 series standards for quality management systems as used in defense acquisition.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Basic knowledge of the ISO 9000 series standards
- ✓ Understand the reasons for DoD adopting and using Q9000 standards
- ✓ Requirements of the Q9001-2000 standard
- ✓ How the application of the standard leads to improved product and services for DoD.
- ✓ Significance of contractor certification/registration
- ✓ Application of the standard through simulated government and contractor reviews

TOPICS YOU WILL COVER:

- ➢ ISO 9001 Quality Management System
- ➢ ISO Documentation Requirements
- ➢ Contractor Registration Process
- ➢ Standards Application and Interpretation
- ➢ Contractor Evaluation and Assessment.

WHO SHOULD ATTEND:

The course is designed for personnel involved in the management, review, evaluation, or assessment of quality management systems.

CLASS LENGTH: 2 Days

LEAN THINKING AND VALUE STREAM MAPPING SEMINAR

INTRODUCTION:

The Lean Thinking and Value Stream Mapping Seminar focuses on creating value as determined by the customer. It emphasizes lean thinking principles and concepts in a classroom setting, and then applying these principles to the customer's work processes. In the morning classroom sessions, the students will learn the theory and concepts of lean thinking, and the techniques of value stream mapping. The afternoon sessions involve the students applying the techniques to their work environment, drawing current and future state maps, using value stream mapping techniques. The output of the seminar is the development of a plan of action for adding value, as determined by the customer, and the elimination of waste.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ How to create value in the eyes of the customer.
- ✓ How to embed lean thinking and principles into work processes
- ✓ How to perform value-stream mapping
- ✓ How to develop a plan of action

TOPICS YOU WILL COVER:

- ➢ Theory and concepts of lean thinking.
- ➢ Techniques of value stream mapping

WHO SHOULD ATTEND:

Open to all members of the program office especially those interested in process improvement and change management.

CLASS LENGTH: 2.5 Days

Program Management through the

LOOKING GLASS

INTRODUCTION:

This course is designed to provide coaching and feedback to program managers and their teams in order to dramatically improve their effectiveness. The course is built around the Looking Glass management simulation which DAU licenses from the Center for Creative Leadership.

Looking Glass is an interactive behavioral simulation that highlights the organizational dynamics that occur as participants address a spectrum of realistic management and leadership issues. The learning process is experiential ("learning by doing"). Looking Glass allows participants to share an experience and then step aside and become students of their own behavior. Through follow-up discussions and feedback sessions, each participant can then reflect on their personal leadership and management style and its impact on both their individual and team effectiveness.

The specific objectives of this course are to:

- Assess your ability to perform as a leader or manager
- Better understand the nature of team-based work in acquisition organizations
- Create a safe environment to test new management and leadership behaviors

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Planning, organizing and decision making in ambiguous situations
- ✓ Effective problem solving strategies
- ✓ Team dynamics and how to use them to improve your team
- ✓ Personal communication skills
- ✓ Strategies for networking and influencing others
- ✓ How to give and receive constructive feedback
- ✓ Sharing of best practices in management and leadership
- ✓ How to lead your team in an environment of change

TOPICS YOU WILL COVER:

- Team Leadership
- Team Building
- Problem Solving
- Decision Making
- Conflict Resolution
- Setting Team Goals
- Empowerment and Coaching
- Leading Change

WHO SHOULD ATTEND:

Acquisition program offices and integrated product teams willing to invest time to significantly improve their performance

CLASS LENGTH: 3 Days

LOGISTICS TEST AND EVALUATION

INTRODUCTION:

This course is designed to give an orientation to members of the logistics test and evaluation community who have been selected from operational units to do test and evaluation on weapons systems. It gives an overview of DoDD 5000.1 and DoDI 5000.2 along with Systems Engineering, Test and Evaluation, Acquisition Logistics (including reliability, maintainability and availability.) Lastly, the participants cover Contractor Operations and Test Reporting. The participants have a number of hands on exercises including filling out a Yellow (deficiency) Sheet of a test observation. The last two blocks of instruction are tailorable to the service and the local procedures.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Describe how the Defense Acquisition System enables DOD to make choices concerning weapons development and procurement.
- ✓ Explain the interface between Logistics and Systems Engineering
- ✓ Distinguish the characteristics and describe the role of reliability, maintainability, availability and supportability on the future logistics support of a system.
- ✓ Identify the role of Test and Evaluation and Logistics Test and Evaluation in the Systems Engineering process.
- ✓ Describe the roles of the contractor and government representatives according to service instructions.
- ✓ Identify the various types of test reports used as a result of test and evaluation activities.

TOPICS YOU WILL COVER:

- ➢ Portions of DoDD 5000.1
- ➢ Portions of DoDD 5000.2
- ➢ The Systems Engineering process.
- ➢ The Test and Evaluation process
- ➢ Acquisition Logistics
- ➢ Ethics
- ➢ Contractor operations
- ➢ Test Reporting

WHO SHOULD ATTEND:

Personnel participating in Logistics Test and Evaluation for the first time and are unfamiliar with the DOD Acquisition processes.

CLASS LENGTH: 2 Days

MANAGEMENT SEMINAR

INTRODUCTION:

This workshop is designed to help the new or experienced leader/manager as they transition to a new role or job. The workshop explores the principles, functions and skills needed to be an effective manager. The issues of change, empowerment and the customer are the focus of the course. Other issues and concepts can be added as needed from a list of options provided. This allows the course to be tailored to the customer's specific needs.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Lead & manage as an acquisition professional in a business environment
- Maximize the expertise of team members
- Identify and fulfill customer expectations
- Manage the implementation of change and transformation

TOPICS YOU WILL COVER:

- Program management Skills
- Ethical Principles
- Counseling
- Team Building
- Communication Skills
- Problem Solving
- Stress Management
- Time Management
- Supply Chain Management
- Conflict Management
- Interview Techniques
- Effective Supervisor Skills
- Leadership Styles

The above listing is not a comprehensive one. Workshop can be customized by selecting topics from the above listing as well as other specific topics.

WHO SHOULD ATTEND:

New or experienced leaders/managers as they transition to a new role or job.

CLASS LENGTH: 2 Days

Myers Briggs Type Indicator (MBTI) Workshop

INTRODUCTION:

The Myers Briggs Type Indicator (MBTI) is a self-report personality inventory based on the theory of psychological type developed by Swiss psychiatrist Carl Jung. It is the most widely used instrument for understanding normal personality differences, with over two million being administered annually in the U.S., as well as being used internationally and having been translated into more than 30 languages.[1] This workshop allows participants to complete the instrument and receive individual feedback on their results. The workshop provides participants with knowledge and awareness that are useful in improving self management and in working with others in organizational and team settings.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Recognition of what information the MBTI provides
- ✓ Descriptions of the MBTI preferences and types
- ✓ Descriptions of the four temperaments
- ✓ Validation of your MBTI type
- ✓ Awareness of type dynamics and type development
- ✓ Uses and misuses of MBTI

TOPICS YOU WILL COVER:

- ➢ The MBTI personality inventory
- ➢ Psychological type theory
- ➢ The four MBTI scales and eight preferences
- ➢ The 16 four-letter types
- ➢ The four temperaments
- ➢ Type dynamics and type development theory
- ➢ Application of type in organizational settings

WHO SHOULD ATTEND?

Personnel interested in gaining an awareness of themselves, their motivations, their natural strengths, their potential areas of growth, and an appreciation of people who have different preferences from themselves.

CLASS LENGTH: 4-6 Hours (tailorable to specific needs of customer)

[1] Myers, I. B. *Introduction to Type (Sixth Edition)*, Consulting Psychologists Press, Palo Alto, CA. 1998

NAVY SYSTEMS ENGINEERING GUIDE

INTRODUCTION:

This course covers the Naval Air Systems Command approach to Systems Engineering. Using EIA-632 as a standard framework, NAVAIR has added their own internal policies and procedures to create a corporate approach to Systems Engineering within their organization. NAVAIR is currently working with the Navy's other systems commands in order to make this a Navy-wide approach to Systems Engineering. This training is targeted at NAVAIR technical managers and is focused the NAVAIR SE Guide and how to tailor this approach to specific programs or projects. Note: This course was specifically created for those organizations within the Navy who have adopted this approach or contractors who do business with these organizations. Any other organization interested in this approach would have to incorporate their own processes, policies and procedures into EIA-632. A modified version of the course would have to be created to then teach this specific approach.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understand what is contained in the Navy SE Guide
- ✓ Understand the 32 sub processes described in the guide
- ✓ Understand which sub processes are applicable to which types of programs and projects
- ✓ Capability to develop a tailored Systems Engineering Plan for use by a government program office

TOPICS YOU WILL COVER:

- ➢ Recent Updates to DoD Acquisition Policies
- ➢ Systems Engineering Standards Evolution
- ➢ Systems Engineering Guide Organization and Content
- ➢ The 32 Sub processes contained in the Guide
- ➢ How each sub process applies to Systems Engineering
- ➢ Exercises using different parts of the SE guide
- ➢ Exercises carrying out SE tasks which are government responsibilities
- ➢ Tailoring of the sub processes and outputs to create an SE Plan outline for a specific program application

WHO SHOULD ATTEND?

This training is specifically designed for government technical managers in Navy Systems Commands who have adopted the Navy SE Guide created by NAVAIR. The training may also be of value to contractors doing work for these organizations.

CLASS LENGTH: 5 Days

NEW PROGRAM STARTUP WORKSHOP

INTRODUCTION:

As part of our strategic partnering with industry, DAU and Raytheon have jointly developed a New Program Startup Workshop to facilitate better government and industry teaming after contract award on defense acquisition programs. The workshop design is tailored to match the specific needs of the each program.

The specific objectives of this workshop are to:

- Educate government and industry program teams on effective program startup actions and facilitate them through the key steps in the program startup process.

- Build an environment of trust, collaboration, teamwork and communication between key government and industry program stakeholders to establish the foundation for executing a successful program.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Shared perspectives on program goals, business processes and intended outcomes
- ✓ Positive environment of trust, collaboration, teamwork and openness
- ✓ Solid plan for moving forward on the program
- ✓ Consistency of program execution
- ✓ Reduced program risk
- ✓ Sharing of best practices
- ✓ Increased probability of program success

TOPICS YOU WILL COVER:

- Program Startup
- Program Vision, Values, Mission, and Goals
- Program Strategy and Metrics
- Program Risk and Opportunity
- Contract Baseline and Status
- Contract Change Management
- Program Team Structuring
- Program Team Processes and Enablers
- Program Team Handbook

WHO SHOULD ATTEND:

Key member of government and industry program teams shortly after contract award

CLASS LENGTH: 3-5 Days

PERFORMANCE BASED SERVICE ACQUISITION (PBSA)

INTRODUCTION:

This course is designed for personnel who must work with program officials to plan, award, and administer performance-based contracts. FAR Part 37 requires agencies to use performance-based methods to the maximum extent practicable when contracting for services. The Under Secretary of Defense Memo dated 5 April 2000 states that "in order to ensure that the Department continually realizes savings and performance gains, I establish, at a minimum, that 50 percent of service acquisitions, measured both in dollars and actions, are to be performance-based by the year 2005." This means telling the contractor what to do, not how to do it. This course provides an overview of performance-based methods and how to determine when they are appropriate. Performance-based acquisition means focusing on results and assigning responsibility for performance to the contractor.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ A basic understanding of the laws and regulations that are specific to PBA
- ✓ Blending elements of PBA methods into a coherent plan for each acquisition
- ✓ Methods of enhancing understanding of the requirement and enhancing competition
- ✓ Development of evaluation factors in a PBA environment

TOPICS YOU WILL COVER:

- ➢ Planning for Performance-Based Acquisitions
- ➢ Developing a Performance-Based Requirements Document
- ➢ Solicitation, Evaluation, and Award
- ➢ Preparing the Quality Assurance Surveillance Plan
- ➢ Labor Standards in Service Contracts
- ➢ Administration of Performance-Based Contracts

WHO SHOULD ATTEND:

Multi-functional personnel, acting as the PBSA team, involved in the writing, and administration, of service acquisition specifications.
This is not a contracting course, but a workshop on developing formal, measurable performance standards and surveillance plans to facilitate assessment of contractor performance.

CLASS LENGTH: 3 Days

PHONE NEGOTIATIONS WORKSHOP

INTRODUCTION:

This course emphasizes management-level planning and oversight of logistics support development for a new system. It emphasizes the flow of the provisioning process to ensure a sound understanding of the normal sequence of events in the provisioning of a system.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- comprehend basic concepts and definitions germane to provisioning and be able to distinguish among various applications of similar terms and concepts,
- understand management considerations that affect provisioning planning and apply this understanding to sample situations,
- understand events in a typical provisioning process (from planning through cataloging and fielding of support) and develop a model of such a process under given criteria, and
- understand uses of technical codes and factors that are assigned during provisioning in defining the support structure for a system or an item.

TOPICS YOU WILL COVER:

- Provisioning Planning Overview
- Provisioning Process and Considerations
- Data Acquisition
- Provisioning Methods and Techniques
- Contractor Support
- Supply Support Requests
- Source, Maintenance, Recoverability Coding
- Cataloging and Standardization

WHO SHOULD ATTEND:

This course is for individuals who are involved in the planning or execution of initial logistics support

CLASS LENGTH: 1 Day

PROBLEM SOLVING TECHNIQUES FOR QUALITY IMPROVEMENT (PSTQ)

INTRODUCTION:

How can you achieve continuous quality improvement of work processes? A very tough assignment! This course examines problem-solving methodology, statistical techniques and offers a "tool kit" of ideas that may be used to achieve quality improvement goals.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Ability to identify and apply problem solving methodologies for quality improvement
- ✓ Effecting continuous quality improvement of work processes

TOPICS YOU WILL COVER:

- ➢ The need for continuous quality improvement of work processes
- ➢ Problem solving methodology
- ➢ Problem solving tools: brainstorming, cause and effect analysis, pareto analysis, process flow analysis, frequency distributions, run charts, scatter diagrams, and control charts

WHO SHOULD ATTEND:

Personnel interested in quality improvement through the use of specific techniques

CLASS LENGTH: 3 Days

LEADING PROJECT TEAMS COURSE

INTRODUCTION:

This course is designed to teach best practices of building and maintaining high performing teams in the DoD acquisition environment. Effective team building and team performance are critical to every DoD acquisition program. This course illustrates the principles of team development and operation using practical examples and exercises. The course can also be tailored to meet the needs of the sponsoring organization.

The specific objectives of this course are to:

- Learn and apply team building processes to develop and maintain effective teams
- Learn the roles of the project team leader and the skills needed to successfully perform these roles
- Evaluate individual leadership and team building strengths and development needs using a variety of feedback instruments

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ What makes an effective team
- ✓ The process of building a new team from scratch
- ✓ Team dynamics and how to use them to improve your team
- ✓ Team execution and metrics
- ✓ Team leader skills assessment
- ✓ Sharing of best practices
- ✓ How to lead your team in an environment of change

TOPICS YOU WILL COVER:

- Team Leadership
- Team Building
- Team Problem Solving
- Team Decision Making
- Team Conflict Resolution
- Setting Team Goals
- Empowerment and Coaching
- Leading Change

WHO SHOULD ATTEND:

Acquisition workforce members with functional expertise but little team building or leadership experience

CLASS LENGTH: 3-5 Days

PROPERTY ADMINISTRATION/MANAGEMENT FOR CONTRACTING OFFICERS (PACO)

INTRODUCTION:

This course covers the roles and responsibilities of the Contracting Officer (PCO and ACO) in regard to Government property when provided to contractors, including its acquisition, furnishing, management and disposition.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Application of the proper Government Property clauses in a variety of situations
- Understand and manage the risk associated with the furnishing of Government property to contractors
- Understand the requirements imposed upon contractors when the Government furnishes Government property to contractors.
- Understand the Government's contractual obligations regarding the replacement of lost, damaged or destroyed and the proper disposition of Government property in the possession of contractors.

TOPICS YOU WILL COVER:

- Government's Policy on Providing Government Property
- The Critical Government Property Clauses
- Government Property Control Systems
- Loss, damage or destruction Government Property

WHO SHOULD ATTEND:

Procuring contracting officers and administrative contracting officers involved with the providing of Government property to contractors.

CLASS LENGTH: 3 Days

GOVERNMENT PROPERTY IN A CONTINGENCY CONTRACTING ENVIRONMENT (GPCCE)

INTRODUCTION:

This course covers the issues surrounding Government Property in a contingency contracting environment including special concerns for providing and controlling Government Property in a wartime environment.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Comprehend the different concepts related to Government property furnished to contractor performing in a wartime environment.
- Understand the Property Control and Management requirements in a contingency contracting environment
- Understand the Liability and Risk of Loss provisions applicable to contractors performing in a contingency contracting environment
- Understand the Government property disposal requirements established by statute and the SOFA agreements.

TOPICS YOU WILL COVER:

- Policy on providing Government property
- Cost reimbursement and title vesting provisions
- FAR 45.5 Property Management Requirements
- Government Property Disposal Requirements
- Liability for Loss, Damage or Destruction Provisions

WHO SHOULD ATTEND:

Contracting Officers, both procuring and administering, quality assurance representatives, contracting officer technical representatives who are involved with the application of Government property in a contingency contracting environment

CLASS LENGTH: 2 Days

PROPERTY CONTROL SYSTEMS ANALYSIS WORKSHOP (PCSAW)

INTRODUCTION:

Performing a property control system analysis has a number of inherent risks. This workshop covers the areas of worksheet design, data analysis and case based problem solving as well as a number of advanced audit techniques available to the Property Administrator.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the design of research populations for systems analysis purposes.
- Understand the application of proper sampling techniques
- Understand the criteria set forth in the DoD Property Manual, 4161.2-M
- Apply the criteria through the design and development of property data collection worksheets to support audit findings
- Understand the application of qualitative evaluations within a quantitative audit.

TOPICS YOU WILL COVER:

- Statistical Sampling
- Worksheet Design
- Qualitative methodologies
- Data Analysis

WHO SHOULD ATTEND:

Property administrators and Contract administrators who require greater depth and detail in their compliance audit protocols and techniques.

CLASS LENGTH: 3 Days

GOVERNMENT PROPERTY DISPOSITION SEMINAR (GPDS)

INTRODUCTION:

The GPDS provides an overview workshop for contracting offices covering the statutory and regulatory disposal requirements for Government property in the possession of contractors.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Increased depth and breadth in the area of Government Property disposal
- Knowledge of the laws and statutes covering disposal of Government Property
- Application of the sales processes – formal and informal
- Application of the Approved Scrap Procedures
- Understand the disposal requirements for Hazardous Wastes, Precious Metals, Nuclear materials and Computers.
- Understand the requirements for Demilitarization

TOPICS YOU WILL COVER:

- FAR 45.6 – Disposition of Government Property
- Disposal Priorities
- Screening requirements for excess Government Property
- Disposal and Funding requirements for Hazardous Wastes
- Disposal and Funding for items requiring demilitarization
- Approved Scrap Procedures

WHO SHOULD ATTEND:

This workshop is for Contracting Officers responsible for contracts with large amounts of Government property accountable under their contracts.

CLASS LENGTH: 2 Days

TECHNICAL ISSUES IN GOVERNMENT PROPERTY DISPOSAL (TIGPD)

INTRODUCTION:

This workshop covers the technical issues surrounding the disposition of Government property in the possession of contractors including inventory verification, sampling requirements, hazardous wastes, demilitarization and IT resources.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the Inventory Verification Process and the tools available to accomplish this action
- Understand the statutorily driven requirements for the proper disposition of Hazardous wastes including RCRA, CERCLA and the Federal Facilities Compliance Act.
- Understand the requirements of the EAR and the ITAR as they apply to the demilitarization of Government property in the possession of contractors.
- Understand the disposal requirements for Hard Drive and Computers

TOPICS YOU WILL COVER:

- Inventory Schedules
- Inventory Verification
  - Sampling
  - Physical Reviews
- Hazardous Materials/Hazardous Wastes
  - Identification
  - Disposal Requirements
- Demilitarization
- Computer Sanitization

WHO SHOULD ATTEND:

The following should attend: Plant Clearance Officers, Property Administrators, Quality Assurance Representatives who require greater technical depth and detail in the disposal of Government Property in the possession of Contractors.

CLASS LENGTH: 2 Days

EXECUTIVE SEMINAR IN GOVERNMENT PROPERTY (ESGP)

INTRODUCTION:

This workshop geared towards the Managerial personnel who have overall responsibility for Government property. This workshop uses case studies and application oriented exercises displaying the value added aspects of proper Government property management.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the fundamental requirements for providing, managing, using, and maintaining Government Property
- Understand the title vesting provisions of the Government Property clauses.
- Understand the Liability requirements for the various types of contracts.
- Understand the disposal requirements for Government property in the possession of contractors.
- Understand the potential economic and programmatic impacts of Government property.

TOPICS YOU WILL COVER:

- The Government property clauses
- Property Management of Government Property
- Liability for Loss, Damage or Destruction of Government Property
- Disposal of Government Property

WHO SHOULD ATTEND:

Managerial personnel desiring an overview of the field of Government Property in the possession of Government contractors are encouraged to attend.

CLASS LENGTH: 3 Days

GOVERNMENT PROPERTY FORMS (GPF)

INTRODUCTION:

Have you ever wondered how to fill out all of those Government forms that are used in the world of Government property? This one day workshop covers the actual completion of numerous forms required for use in the management of Government property, including Inventory schedules, DD Form 1662, DD 1149, SF 1423, and Reports of Discrepancies.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- Understand the preparation and the fields of the Inventory Schedules
- Understand the preparation and fields of the Report of Government Property, DD form 1662
- Understand the fields and requirements of the Inventory Verification Form, SF 1423
- Understand the use of the Report of Discrepancies (ROD), SF 364 and 368

TOPICS YOU WILL COVER:

- Contractual requirements for the Inventory Schedules
- Instructions for the completion of Inventory Schedules
- Contractual requirements for the Report of Government Property (DD Form 1662)
- Instructions for the completion of the Report of Government Property
- Instructions for the completion of Inventory Verification
- Instructions for the completion of Reports of Discrepancies

WHO SHOULD ATTEND:

All individuals involved either with the actual completion of the forms or the acceptance of the forms.

CLASS LENGTH: 1 Day

PROVISIONING

INTRODUCTION:

The Provisioning course is designed to provide a fundamental management understanding provisioning requirements associated with the acquisition of, and integrated logistics support planning for, the acquisition and sustainment of weapon systems and equipment in the DOD inventory. It also fills three other specific needs: *orientation, career enhancement, and professional currency.* The course reviews, emphasizes, and discusses new concepts and techniques. Instructional methods include group or team participation as well as lectures and discussions.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understand current provisioning policies and management procedures.
- ✓ Demonstrate the Interrelationships and interdependencies of Provisioning activities.
- ✓ Describe the impact on systems support as opposed to a detailed coverage of operating procedures.
- ✓ Demonstrate the flow of the provisioning process to ensure a sound understanding of the normal sequence of events which occur in the provisioning of a system or end item of equipment.

TOPICS YOU WILL COVER:

- ➢ Provisioning Planning Concepts
- ➢ Contractor Support Alternatives
- ➢ Provisioning Processes
- ➢ Technical Functions of Provisioning
- ➢ Cataloging
- ➢ Standardization

WHO SHOULD ATTEND?

All Life-Cycle Logistics personnel involved in planning, developing, managing and, monitoring provisioning activities.

CLASS LENGTH: 5 Days

PROVISIONING MANAGEMENT

INTRODUCTION:

This course emphasizes management-level planning and oversight of logistics support development for a new system. It emphasizes the flow of the provisioning process to ensure a sound understanding of the normal sequence of events in the provisioning of a system.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- comprehend basic concepts and definitions germane to provisioning and be able to distinguish among various applications of similar terms and concepts,
- understand management considerations that affect provisioning planning and apply this understanding to sample situations,
- understand events in a typical provisioning process (from planning through cataloging and fielding of support) and develop a model of such a process under given criteria, and
- understand uses of technical codes and factors that are assigned during provisioning in defining the support structure for a system or an item.

TOPICS YOU WILL COVER:

- Provisioning Planning Overview
- Provisioning Process and Considerations
- Data Acquisition
- Provisioning Methods and Techniques
- Contractor Support
- Supply Support Requests
- Source, Maintenance, Recoverability Coding
- Cataloging and Standardization

WHO SHOULD ATTEND:

This course is for individuals who are involved in the planning or execution of initial logistics support

CLASS LENGTH: 4 Days

QUALITY ASSURANCE FOR COMMERCIAL ACTIVITIES (QACA)

INTRODUCTION:

The purpose of this course is to provide the enrollees with the requisite tools and knowledge to effectively design quality assurance surveillance plans and perform surveillance of Commercial Activities (CA). It addresses the essential tools and techniques used in the development and implementation of quality assurance surveillance plans for application to commercial activities.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Developing a Quality Assurance Surveillance Plan
- ✓ Utilizing the Sources of Surveillance Information
- ✓ Utilizing Mil-Std-105 Sampling Tables
- ✓ Developing Sampling Guides
- ✓ Developing Surveillance Schedules

TOPICS YOU WILL COVER:

- ➢ Commercial Activities Job Analysis
- ➢ Performance Work Statement Preparation
- ➢ Design of Surveillance Plans
- ➢ Sampling Inspection Techniques
- ➢ Conducting Surveillance
- ➢ Corrective Action
- ➢ Surveillance Documentation
- ➢ Pre-Award Survey

WHO SHOULD ATTEND:

Quality Assurance Evaluators and other personnel responsible for the development and implementation of quality assurance surveillance plans for commercial activities

CLASS LENGTH: 4 Days

RESOURCES FOR THE TEST AND EVALUATION PROFESSIONAL

INTRODUCTION:

A wealth of information and resources are available to assist the Test and Evaluation workforce. Much of this information is free or low cost, and is easily accessible and available.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Knowledge and descriptions of free and low cost resources, of benefit to the Test and Evaluation community.
- ✓ Exhibit of free resources (magazines, publications, handbooks, etc.)

TOPICS YOU WILL COVER:

- ➢ Dozens of free magazines and publications of benefit to the T&E and acquisition communities (websites provided, to obtain subscriptions)
- ➢ Handbooks and guidebooks available on-line (web-links provided)
- ➢ Websites of particular value to the T&E professional – and hundreds of other websites that may be of use (website addresses provided)
- ➢ T&E and acquisition classes and training - free CD-ROMs, on-line classes, classes needed for DAWIA certification, civilian university and government T&E programs
- ➢ Software resources, including software support centers and software operational assessment templates
- ➢ Modeling and simulation resources – support centers, M&S repositories, VV&A references, M&S awards, M&S funding
- ➢ Other T&E resources, including the Central T&E Investment Program (CTEIP), and T&E Science and Technology Program

WHO SHOULD ATTEND?

Test and Evaluation personnel

CLASS LENGTH: 5 Hours

RISK MANAGEMENT WORKSHOP

INTRODUCTION:

Risk Management is a vital part of successful program management. The risk management workshop provides an overview of risk management and walks the participants through an easy step-by-step process to identify, evaluate and develop risk handling strategies. This is one of many methods to do risk planning and has been proven to work. The ultimate benefit of the workshop is not only to effectively and efficiently perform risk planning, but also to communicate and level-set the program team on risk issues and their handling within the program. At the end of this workshop, the team will have all an extensive amount of risk information to enter into a risk plan and strategies to improve their program.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Define program risk
- ✓ Describe the characteristics of risk
- ✓ Describe the benefits of using risk management techniques
- ✓ Describe the role of program managers
- ✓ Draw the risk management process
- ✓ Use group techniques to identify project risks
- ✓ Classify risks
- ✓ Evaluate/prioritize risks
- ✓ Develop risk handling strategies
- ✓ Describe risk monitoring methods used to document and update risk and program plans.

TOPICS YOU WILL COVER:

- ✓ Risk management definitions
- ✓ Risk management techniques
- ✓ Risk management process

WHO SHOULD ATTEND:

A diverse integrated team(s) working on a program or some aspect of a program should attend. (Keep each team at 8-10 key people. There may be multiple teams from a program office attending the workshop. Max 30 people in max of 4 teams)

CLASS LENGTH: 1 Day

SOLE SOURCE COMMERCIAL ITEM PRICING

INTRODUCTION:

With the passage of the Federal Acquisition Reform Act (FASA) in 1994, the methods used for describing Government requirements changed significantly. We were directed to purchase commercial items whenever possible. This change was necessary to increase competition, improve delivery timeframes, improve product quality, and increase access to new technologies. In 2003 DOD spent $40 billion dollars on commercial supplies and services. Of that amount, $3.5 billion, over 7,000 actions, was spent on a sole source basis. Another key feature of FASA was the restriction on getting cost or pricing data from the contractor for commercial supplies and services. This restriction is generally not a problem, unless you are purchasing a commercial supply or service on a sole source basis. This workshop addresses that problem.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Determine if a supple/service requirement is commercial.
- ✓ Identify DoD source documents related to commercial items.
- ✓ Identify DoD source documents related to commercial items.
- ✓ Identify various methods used to determine price reasonableness.
- ✓ Determine if a sole source contractor price for a commercial item is fair and reasonable.

TOPICS YOU WILL COVER:

- ✓ Methods used in determining if price for sole source commercial supply or service is reasonable.

WHO SHOULD ATTEND:

This workshop is designed for contracting and purchasing personnel who have been challenged when trying to make the fair and reasonable price determination for these purchases.

CLASS LENGTH: 1 Day

Note: Students must bring a basic calculator to class to accomplish the application exercises.

SOURCE SELECTION

INTRODUCTION:

The Department of Defense (DoD) has embraced acquisition streamlining as implemented by the Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act (Clinger-Cohen Act) of 1996. In so doing, the contracting community has moved away from using only Sealed Bidding as its primary method for awarding contracts. More and more defense acquisitions are requesting Competitive Proposals using the Federal Acquisition Regulation (FAR) Subpart 15.3 Source Selection Process to acquire goods and services to meet its mission. This course provides an overview of Source Selection and Technical Evaluation Board documentation.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understanding of the Source Selection process.
- ✓ How to design more effective Source Selection Plans.
- ✓ More effective evaluation of contractor proposals.
- ✓ Increased efficiency in the Source Selection process.

TOPICS YOU WILL COVER:

- ➢ Selecting the Appropriate Contracting Method
- ➢ The Source Selection Plan
- ➢ Creating the List of Evaluation Factors/Adjectival Rating System
- ➢ Source Selection Organization – Roles & Responsibilities/Security
- ➢ Finalizing the Source Selection Strategy
- ➢ Evaluating Proposals
- ➢ Exchanges with Offerors After Receipt of Proposals
- ➢ Award without Discussions/The Competitive Range
- ➢ Meaningful Discussions/Final Revised Proposals
- ➢ Price Negotiation Memorandum
- ➢ Award/Notifications/Debriefings and Protests

WHO SHOULD ATTEND?

All DoD acquisition personnel who are, or may be, involved in the source selection process as the Source Selection Authority, a member of the Source Selection Board or a member of the Technical Evaluation Board.

CLASS LENGTH: 1-2 Days (tailorable to specific needs of customer)

SUSTAINMENT SYSTEMS TECHNICAL SUPPORT (SSTS)

INTRODUCTION:

The Sustainment Systems Technical Support (SSTS) training course is designed to provide a fundamental management understanding of SSTS requirements associated with the integrated logistics planning and sustainment support for weapon systems and equipment in the Army inventory. The training course reviews, emphasizes, and discusses legal and regulatory guidance and direction, funding sources, and maintenance concepts and techniques. Instructional methods include group or Team participation as well as lectures and discussions.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understand current SSTS policies and management procedures
- ✓ Demonstrate a sound understanding of the SSTS funding processes which occur in the sustainment support of a system or systems.
- ✓ Demonstrate the interrelationships and interdependencies of SSTS funding with engineering and maintenance related activities
- ✓ Describe the positive and possible negative SSTS impacts on systems support functions or activities.

TOPICS YOU WILL COVER:

- ➢ Program Management Responsibilities
- ➢ SSTS Elements
- ➢ Funding and Basic Fiscal Controls
- ➢ Legal and Regulatory Requirements

WHO SHOULD ATTEND?

All Program Management, Budget Financial Management, and Life-Cycle Logistics personnel involved in planning, developing, managing, and monitoring SSTS activities.

CLASS LENGTH: 1 Day

SYSTEM ACQUISITION OVERVIEW (SAO)

INTRODUCTION:

This course is designed for members of the acquisition community to gain a basic understanding of the terms, relationships, decisions and actions taken by a program management office during the life cycle of a major weapon system. It is designed for those who have no formal background in acquisition management yet have worked in the field or have been chosen to work in the acquisition world. It does not meet the certification requirements, but can be used as a preparation course for those who may need a little additional attention in a low stress-learning environment.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ A basic understanding of the types of contracts used in program management
- ✓ A basic understanding of the impact and reasons to use Earned Value as a program management tool
- ✓ Basic decisions and actions to be taken by the program manger in each of the phases of life cycle management

TOPICS YOU WILL COVER:

- System Engineering
- Earned Value
- Phases in the Life Cycle Management Method
- Contract Types and Contract Management Methods
- Test and Evaluation terms and methods
- Risk Management Issues
- Trends in the program management field

WHO SHOULD ATTEND:

Those who have no formal background in acquisition management yet have been selected to work in the field, and those who would benefit from a preparatory course prior to taking ACQ 101 or ACQ 201

CLASS LENGTH: 3 Days

STATISTICAL PROCESS CONTROL
(SPC)

INTRODUCTION:

This course is designed for those looking for a class that provides a clear, effective way to learn basic "statistical process control." This is an overview of statistical techniques, which can be applied immediately.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Recognizing and preparing various types of control charts
- ✓ Understanding the appropriate application of each type of control chart
- ✓ Analyzing control charts to determine if corrective action is necessary
- ✓ Briefing the results and clarifying suggested management actions

TOPICS YOU WILL COVER:

- ➢ The need for and means of effecting process control
- ➢ The role of SPC in a process control system
- ➢ The impact on continuous improvement through the use of control charts
- ➢ Construction of control charts for attributes (P, NP, C, U) and variables (X BAR and R)
- ➢ Interpretation, revision, analysis, and methods of determining the adequacy of the process

WHO SHOULD ATTEND:

Personnel who review and evaluate contractors' SPC programs and personnel developing a SPC program

NOTE: A basic understanding of algebra is recommended and participants should bring a scientific or statistical calculator to class.

CLASS LENGTH: 5 Days

STATISTICAL PROCESS CONTROL FOR SHORT RUNS (SPCR)

INTRODUCTION:

How do you use SPC in job shops? How do you use SPC in low volume production situations? This course provides the basic knowledge required for reaping the benefits of SPC with "short production runs."

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understanding the application of SPC to short run production operations
- ✓ Ability to improve the quality and increase the productivity of your processes
- ✓ Utilizing some specialized SPC techniques when dealing with multiple fixture operations
- ✓ Ability to monitor roundness and concentricity characteristics as an additional source of variation

TOPICS YOU WILL COVER:

- ➢ Introduction to low volume processes
- ➢ Attribute and variable control chart techniques for use in short run production
- ➢ Process capability studies for short production runs
- ➢ Group and 3-D control charts for use in specialized situations

WHO SHOULD ATTEND:

Personnel implementing and reviewing in-house SPC programs and Personnel reviewing/evaluating Contractors' SPC programs

NOTE: Statistical Process Control (SPC) is recommended and participants should bring a scientific or statistical calculator to class.

CLASS LENGTH: 3 Days

TECHNOLOGY ASSESSMENT AND TRANSITION MANAGEMENT

INTRODUCTION:

Technology assessment to include technology maturity, criticality and development risk are critical to the successful development of new capabilities and to transitioning these capabilities into existing or new systems. This class will prepare the student to conduct technology assessment using a variety of tools, will provide an overview of the mechanism available to support transition and will provide training on technology development strategies, technology transition agreements and other technology transition documentation.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Understand the issues associated with technology assessment and transition
- ✓ Ability to conduct technology assessments using available tools
- ✓ Understanding of the mechanisms/programs available to assist in technology transition
- ✓ Understanding of Technology Development Strategies and their application
- ✓ Ability to develop Technology Transition Agreements

TOPIS YOU WILL COVER:

- ➢ Interface between the technology development process and the acquisition process
- ➢ Technology Readiness Levels
- ➢ Criticality Assessments
- ➢ Technology Maturation Plan Risk Assessments
- ➢ Technology Development Strategies
- ➢ Technology Transition Agreements

WHO SHOULD ATTEND?

All acquisition personnel involved in the managing, developing, acquiring, transitioning, fielding or sustaining new technologies.

CLASS LENGTH: 2 Days

WHOLE BRAIN DOMINANCE Workshop

INTRODUCTION:

The Herrmann Brain Dominance Instrument (HBDI) is a validated 120-question survey, the answers to which indicate a person's thinking style preferences- the degree to which they prefer a particular way of thinking. Based on over 20 years of research, the HBDI has been the subject of several independent validations, over 50 dissertations and numerous scientific papers. It is one of the most widely used instruments for understanding implications of thinking style preferences on communications, problem solving and team building. This workshop allows participants to complete the instrument and receive individual feedback on their results. The workshop provides participants with knowledge and awareness that are useful in improving self management and in working with others in organizational and team settings.

KNOWLEDGE AND SKILLS YOU WILL GAIN:

- ✓ Recognition of what information the HBDI provides
- ✓ Descriptions of the HBDI preferences and types
- ✓ Descriptions of the four quadrants
- ✓ Validation of your HBDI type(s)
- ✓ Awareness of type dynamics and type development
- ✓ Uses and misuses of HBDI

TOPICS YOU WILL COVER:

- ➢ The HBDI thinking style preference survey
- ➢ Herrmann Whole Brain Dominance theory
- ➢ Right brain versus left brain research
- ➢ The four HBDI quadrants
- ➢ Application of types in organizational settings

WHO SHOULD ATTEND?

Personnel interested in gaining an awareness of themselves, their motivations, their natural strengths, their potential areas of growth, and an appreciation of people who have different thinking preferences from themselves.

CLASS LENGTH: 2-4 Hours (tailored to specific needs of customer) by or HBDI certified instructor.

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